

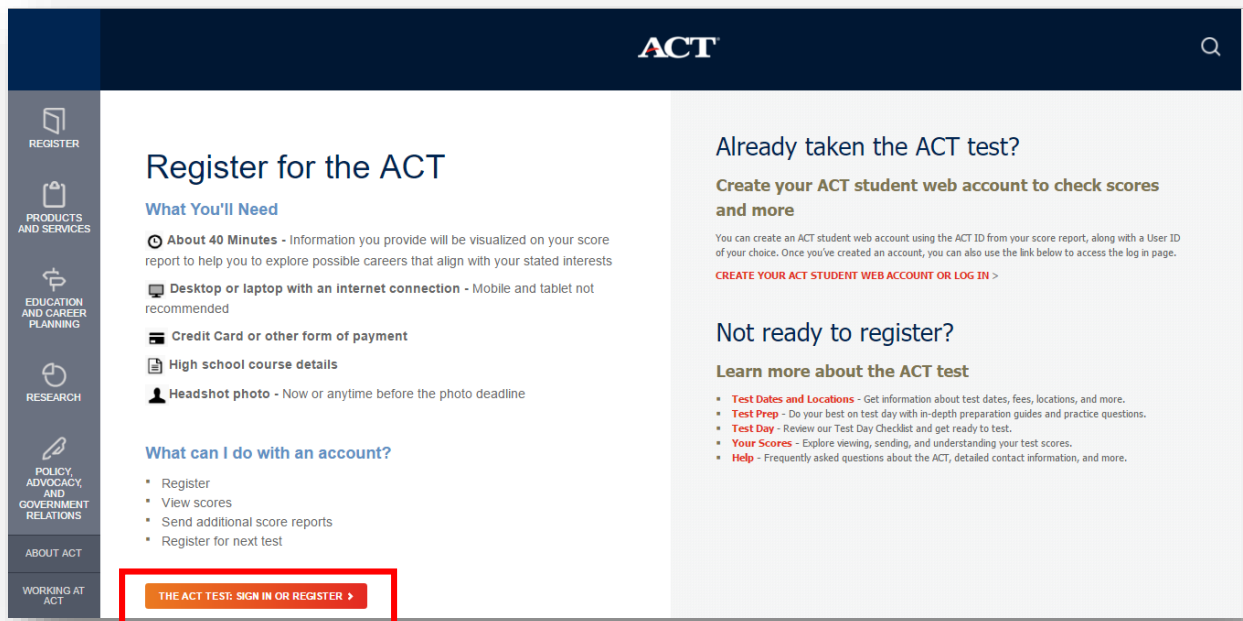
Steps for Registering Online for the ACT

In Tennessee, all public school students must participate in a postsecondary readiness assessment such as the ACT or SAT. All Tennessee school districts currently contract with the ACT, Inc. to offer the ACT postsecondary readiness assessment to all juniors on a statewide testing date. The ACT, Inc. also offers national test dates for students to take the exam. In 2016, for example, all seniors will have the opportunity to retake the ACT on a national test date through the *ACT Senior Retake Opportunity*. For more information about the *ACT Senior Retake Opportunity*, click [here](#).

The department has created this guide to assist educators who support students registering for the ACT. If a student is registering for a national test date, the easiest way to register is through the ACT's online registration platform. Below you will find a step-by-step guide for the ACT's online registration process.

Step 1: Accessing the ACT Test Registration Site and Create an Account

To begin registration for the ACT test, type or paste the following link into a web browser: <http://www.act.org/content/act/en/products-and-services/the-act/registration-information.html>. To sign into the ACT online platform, select the orange button at the bottom of the page titled "The ACT Test: Sign In or Register."



After selecting the orange button, the student will be directed to the following page shown below. If there is an existing account, the student can sign in with his/her user ID and password. If the student does not have an account, he/she will need to create an account in order to continue the registration process.

The screenshot shows the ACT web account interface. At the top is the 'The ACT' logo. Below it, the heading 'Your ACT Web Account' is displayed. The page is divided into two main sections: 'Create a new account' on the left and 'Already have an account?' on the right. The 'Create a new account' section features a 'Create Account' button and a link 'What can I do with a Web account?'. The 'Already have an account?' section includes input fields for 'User ID' and 'Password', with links for 'Forgot User ID?' and 'Forgot password?'. A 'Log In' button is positioned below these fields. At the bottom of the right section, there are links for 'Frequently Asked Questions about user ID and password' and 'Helpful Hints about Browser Settings'. On the left side, below the 'Create Account' button, there is a section for social media links (Twitter and Facebook) and a list of bullet points: 'Get test-taking tips and strategies.' and 'Learn how you can prepare for college.' The footer contains copyright information '© 2016 by ACT, Inc. Terms of Use and Privacy Policy' and links for 'ACT Student Site' and 'Contact Us'.

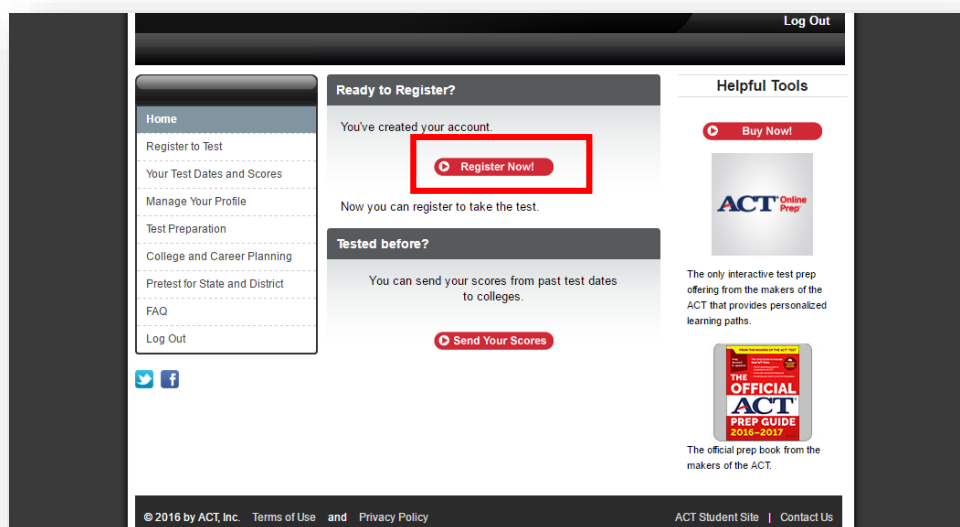
If an account needs to be created, the student will be directed to the following page.

The screenshot shows the 'Create Your Web Account' page. At the top is the 'The ACT' logo. Below it, the heading 'Create Your Web Account' is displayed. A button labeled 'Create a New Account' is visible on the left. The main content area contains a note: 'Fields marked with an asterisk * are required.' Below this note are two questions, each with 'Yes' and 'No' radio button options: '* Have you registered for the ACT before?' and '* Have you taken the ACT before?'. A 'Continue' button is located at the bottom of the form. The footer contains copyright information '© 2016 by ACT, Inc. Terms of Use and Privacy Policy' and links for 'ACT Student Site' and 'Contact Us'.

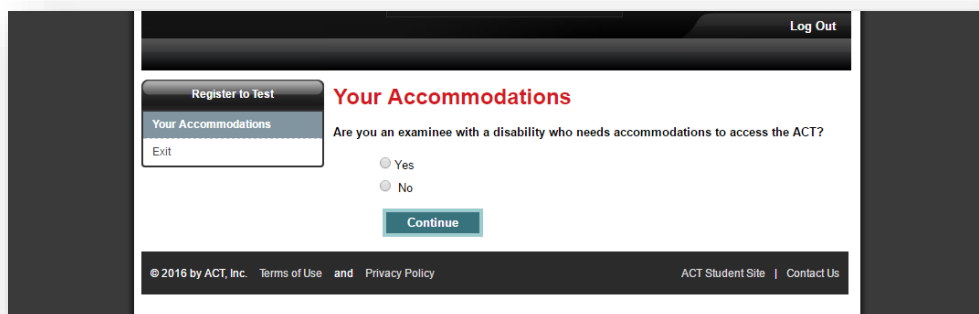
After answering the initial questions, the student will be directed to a set of other pages requiring basic background information to set up an ACT account. The student will need to fill out this information to continue registering online for the ACT.

Step 2: Registering for the Test

After signing in or setting up an account, the student can begin registering for the ACT by selecting the red button titled “Register Now!”



After selecting the red button, the student will be directed to the page below. If the student will be requesting accommodations for the test, the student should select “Yes” on this page. If not, the student should mark “No.”



Step 3: Filling Out the Personal Profile and Interest Inventory

After completing the page regarding accommodations (if applicable), the student will be asked to provide additional information in two sections: “Your Personalized Profile” and “Your Interest Inventory.” Both sections are optional. However, the information the student provides in these sections may be valuable for helping the student consider postsecondary and career interests.

Register to Test

Your Personal Profile

- ▶ Your Information
- ▶ Your High School Summary
- ▶ College Plans
- ▶ College Interests
- ▶ Special Interests
- ▶ Extracurricular Activities
- ▶ Paying for College
- ▶ Background Information
- ▶ Accomplishments
- Your Interest Inventory
- Your Test Selection
- Exit

Your Information

Fields marked with an asterisk * are required. [Detailed Instructions](#)

ROBERT KING
November 28, 1992
ACT ID: — 50698815

* Email Address robert.a.king@vanderbilt.edu

* Confirm Email Address robert.a.king@vanderbilt.edu
[How will your email be used?](#)

Parent First Name

Parent Last Name

Parent Email Address

Confirm Parent Email Address
[How will the parent email be used?](#)

* Country United States

* Street Address 907 11TH AVENUE N

* City NASHVILLE

* State or Territory TENNESSEE

* ZIP Code 37208

* Are you a legal resident of this state? ☐ Yes ☒ No

This screenshot shows the 'The ACT Interest Inventory' registration page. On the left is a sidebar menu with options: 'Register to Test', 'Your Personal Profile', 'Your Interest Inventory' (highlighted), 'Your Test Selection', and 'Exit'. The main content area has a 'Log Out' link at the top right. Below the title, it explains that responses help with college planning and lists four bullet points: 'Consider college major possibilities', 'Strengthen college major plans you already have', 'Consider career possibilities', and 'Plan high school or college coursework'. It states 'Results will be reported with your ACT test scores.' and provides 'Directions' on how to respond. A yellow box contains a 'Key to Column Headings' with three options: 'Dislike: I would dislike doing this activity', 'Indifferent: I am indifferent (don't care one way or the other)', and 'Like: I would like doing this activity'.

Step 4: Selecting Which Country to Test In

After completing the Personal Profile and Interest Inventory, the student will be directed to the Test Selection section. From this point on, the student will need to fill out every section as presented in order to register successfully for the ACT test. Below is the first page of this section. Here, the student will have to select in which country he/she will be taking the test.

This screenshot shows the 'Select Where to Test' page. The sidebar menu on the left includes 'Register to Test', 'Your Personal Profile', 'Your Interest Inventory', and 'Your Test Selection' (highlighted), with a sub-menu for 'Select Where to Test' containing options like 'Registration Information', 'Test Date and Option', 'Your High School', 'Your High School Courses', 'Score Report Choices', 'Your Future Plans', 'Test Center', 'Final Review', and 'Submit Payment'. The main content area has a 'Log Out' link at the top right. It asks the user to 'Please choose one of the following options based on where you wish to test (not where you live)' and provides two radio button options: 'In the United States, U.S. territories, or Canada' and 'In another country'. A 'Continue' button is below the options. On the right, under 'Helpful Tools', there is an advertisement for 'ACT Online Prep' with the text 'The only interactive test prep offering from the makers of the ACT that provides personalized learning paths.' and a price of '\$39.95'. Below the ad is a checkbox for 'Buy it with my registration' and an image of 'THE OFFICIAL ACT PREP GUIDE'.

Step 5: Identifying Who is Registering for Test

After selecting which country, the student will be asked to select the individual who is registering for the test. If the student is registering, he/she will select the appropriate option.

Afterwards, the student will be asked to verify that all of the information that has been provided up to this point is accurate by checking a box.

The screenshot displays the ACT registration process. On the left is a sidebar menu titled 'Register to Test' with options: 'Your Personal Profile', 'Your Interest Inventory', 'Your Test Selection' (highlighted), 'Test Date and Option', 'Your High School', 'Your High School Courses', 'Score Report Choices', 'Your Future Plans', 'Test Center', 'Final Review', 'Submit Payment', and 'Exit'. The main content area is titled 'Registration Information' and includes a list of circumstances where additional information is needed: 'My religious beliefs prohibit Saturday testing', 'I am homebound or confined', and 'I receive accommodations in school due to a diagnosed and documented disability'. Below this is a section for '2016-2017 TERMS AND CONDITIONS: TESTING RULES AND POLICIES FOR THE ACT® TEST', which states that the user agrees to the terms by registering. At the bottom, there is a checkbox for the user to certify that the provided information is true and accurate, which is currently checked.

Register to Test

Your Personal Profile
Your Interest Inventory
Your Test Selection
Select Where to Test
Registration Information
Test Date and Option
Your High School
Your High School Courses
Score Report Choices
Your Future Plans
Test Center
Final Review
Submit Payment
Exit

Registration Information

If any of the following circumstances apply to you, please learn more now by reading the linked information.

- [My religious beliefs prohibit Saturday testing](#)
- [I am homebound or confined](#)
- [I receive accommodations in school due to a diagnosed and documented disability](#)

Please read the following Terms and Conditions.

2016-2017 TERMS AND CONDITIONS: TESTING RULES AND POLICIES FOR THE ACT® TEST

These Terms and Conditions are an agreement between the person who will take the ACT® test ("you") and ACT, Inc. ("ACT"). They apply to every administration of the ACT test except where, and only to the extent that, you are provided with different terms or conditions by ACT, Inc. Please read these Terms and Conditions carefully. By registering for and/or taking the ACT test, you are agreeing to these Terms and Conditions.

By registering for and/or taking the ACT test, you represent and warrant the following to ACT: (1) the information you have provided to ACT is true; (2) you

[Printer-friendly version](#)

☒ I certify that I am the person whose name and address is submitted through this online registration and that the information provided is true and accurate to the best of my knowledge. I understand that by registering for an ACT test, I am agreeing to comply with and be bound by the Terms and Conditions: Testing Rules and Policies for the ACT® Test, including those terms concerning arbitration and score cancellation. By registering, I am also consenting to the collection of personally identifying information I provide, and its subsequent use and disclosure, as described in the ACT Privacy Policy (www.act.org/privacy.html). By checking the box, I confirm my acceptance of these terms and my consent to the processing of my personally identifying information, including the collection, use, transfer and disclosure of information.

Step 6: Selecting Test Date and Test Type

After verifying background information, the student will select the test date and test type. The price of each test type can also be found on this page. If the student is using a retake voucher, the voucher will cover the cost of the ACT (without writing). If the student is using a fee waiver, the waiver will cover the cost of the ACT (without writing) **or** the ACT with writing.

Note: Seniors who are registering for the *ACT Senior Retake Opportunity* using a retake voucher **must register for the October 22, 2016**, test date.

Register to Test

- Your Personal Profile
- Your Interest Inventory
- Your Test Selection
 - Select Where to Test
 - Registration Information
 - Test Date and Option**
 - Your High School
 - Your High School Courses
 - Score Report Choices
 - Your Future Plans
 - Test Center
 - Final Review
 - Submit Payment
 - Exit

Select Your Test Date and Test Option

National Test Dates

* September 10, 2016	October 22, 2016	December 10, 2016
February 11, 2017	April 8, 2017	June 10, 2017

* The selected test date is marked with an asterisk and also appears below. If this is the date you want, proceed by choosing your [test option](#) below. If you wish to register for a different date, select it above and proceed.

Your Test Date	Regular Registration Deadline	Late Registration Period
September 10, 2016	August 5, 2016	Aug. 6-Aug. 19, 2016

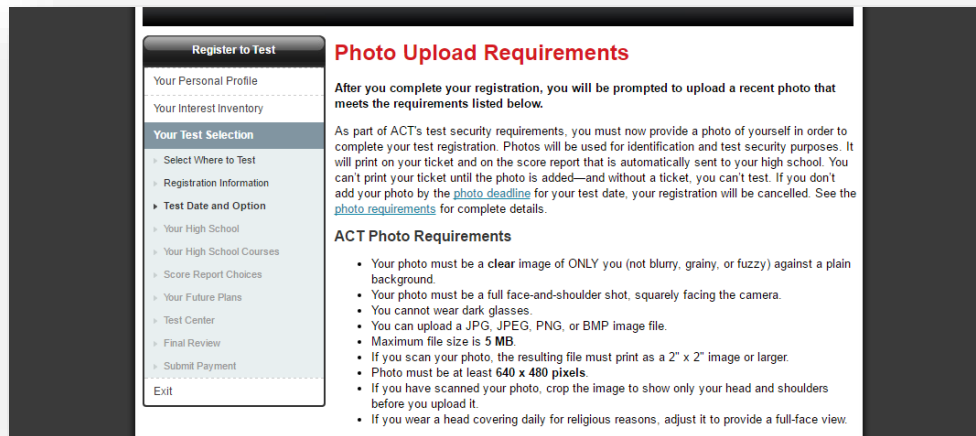
Choose your test option:

<input type="radio"/> The ACT (no writing)	\$42.50	+ \$27.50
<input type="radio"/> The ACT with writing	\$58.50	+ \$27.50
<input type="radio"/> The ACT (no writing) and ACT ONLINE PREP Bundle	\$82.45	+ \$27.50
<input type="radio"/> The ACT with writing and ACT ONLINE PREP Bundle	\$98.45	+ \$27.50

[Do my colleges require the writing test?](#)

Step 7: Uploading a Photo

After selecting the test date and test type, the student will be directed to a page that will notify and instruct how to upload a headshot photo, which is necessary identification material for the ACT test. However, the photo will not be uploaded until after a payment is made.



Step 8: Entering High School Courses and Corresponding Grades

In this section, the student is required to provide information on which courses have been taken, and are currently being taken, in high school. For each course listed on this page, there are three options for the student to choose from: "Have taken or am taking," "Have not taken but will take," and "Have not taken and will not take." The student will have to check which option applies to each listed course.

Register to Test

Your Personal Profile
Your Interest Inventory
Your Test Selection
Select Where to Test
Registration Information
Test Date and Option
Your High School
Your High School Courses
Score Report Choices
Your Future Plans
Test Center
Final Review
Submit Payment
Exit

Your High School Courses and Grades

By completing this section, you will add significantly to your academic profile we report to colleges. Although you may have taken other courses, these give a basic picture of your academic preparation.

A response for each course is **required**, even if you have not taken it. If you aren't sure, provide the best information you can for each course listed. You can update or correct this information each time you test.

	HAVE TAKEN OR AM TAKING	HAVE NOT TAKEN BUT WILL	HAVE NOT TAKEN AND WILL NOT
English			
English for 9th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
English for 10th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
English for 11th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
English for 12th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other English course not reported above	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alternate English course titles			
Mathematics			

After filling out this information, on the subsequent page, the student will be asked to report grades for the identified courses. While the student should try to provide accurate grades, if the student does not remember and/or does not have his/her transcript when registering, it is okay if the student guesses.

Register to Test

Your Personal Profile
Your Interest Inventory
Your Test Selection
Select Where to Test
Registration Information
Test Date and Option
Your High School
Your High School Courses
Score Report Choices
Your Future Plans
Test Center
Final Review
Submit Payment
Exit

Your High School Courses and Grades

We will calculate and report to colleges an unweighted GPA on a 4.0 scale based on the grades you provide for courses in English, Mathematics, Natural Sciences, and Social Studies. The information you give may be verified by college personnel. You may wish to refer to your previous high school grade reports or a copy of your current high school transcript to help you complete this section.

Indicate the final grade (last grade) you received for each course. If you took the course for more than one term, report only the LAST term grade you received. Convert numeric grades to the corresponding letter grades. Round to the closest letter grade if necessary. Select "No grade" if you have not yet completed a full term of the subject or if a grade was not awarded for the course.

If you don't know your grades, plan to come back and enter them later.

Courses You Have Taken or Are Now Enrolled In

	A	B	C	D	F	No grade
English						
English for 9th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English for 10th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English for 11th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
English for 12th grade credit	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other English course not reported above	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Step 9: Choosing Where to Send Score Reports

The student will be allowed to select up to six postsecondary institutions (this can include technical colleges, 2-year colleges, and 4-year universities) or scholarship agencies to receive the test scores. **The first four score reports are included in the registration fee.** Each institution and/or scholarship agency is assigned a code that can be found by searching the [ACT website](#). Additional score reports beyond the first four will require an additional fee.

The screenshot shows the 'Your Score Reports and College Choices' section of the ACT registration portal. On the left is a sidebar menu under 'Register to Test' with options: Your Personal Profile, Your Interest Inventory, Your Test Selection (highlighted), Your High School, Your High School Courses, Score Report Choices, Your Future Plans, Test Center, Final Review, Submit Payment, and Exit. The main content area has a title 'Your Score Reports and College Choices' and two tabs: 'Your Test Date: September 10, 2016' and 'Your Test Option: The ACT (no writing)'. Below the tabs, a text box explains that students can print their full score report from their ACT Web account and that a PDF will be available for six months. Two bullet points follow: the first lists up to six colleges and scholarship agencies in priority order, with the first four included in the basic fee; the second states that choices can be added, changed, or canceled until noon central time on Thursday, September 15, 2016, after which a fee per choice applies. A section titled 'Your Selections So Far' contains a table with columns: Priority, Code, Name, Fee, and Remove. The table currently shows 'No selections made yet' and a '-' in the Fee column. Below the table are buttons for 'refresh' and 'add a choice'. At the bottom, a note says 'When all your score report choices are listed in priority order, please Continue'.

Register to Test

- Your Personal Profile
- Your Interest Inventory
- Your Test Selection**
 - Select Where to Test
 - Registration Information
 - Test Date and Option
 - Your High School
 - Your High School Courses
 - Score Report Choices**
 - Your Future Plans
 - Test Center
 - Final Review
 - Submit Payment
- Exit

Your Score Reports and College Choices

Your Test Date: **September 10, 2016** Your Test Option: **The ACT (no writing)**

Your Score Reports: You will be able to print your full student score report from your ACT Web account as soon as the report is ready. A PDF of your full student score report will be available for approximately six months. A score report will also automatically be sent to your high school.

- List up to six colleges and scholarship agencies in priority order. The first four choices are included in the basic fee. [What if I need more?](#)
- You can come back to add, change, or cancel your choices until noon central time on Thursday, September 15, 2016. After that deadline, there is a fee per choice.

Your Selections So Far

Priority	Code	Name	Fee	Remove
No selections made yet			-	

[refresh](#) [add a choice](#)

When all your score report choices are listed in priority order, please [Continue](#)

Step 10: Identifying Future Goals

In this section, the student will be asked to identify plans for future study, including identifying a postsecondary major. A major is a specified area of study (e.g., chemistry, English, etc.) in which a student decides to focus a majority of his/her academic efforts. If the student is undecided, there is an “Undecided” option available. The student must select something in order to complete the registration.

The screenshot shows a web interface for 'Register to Test'. On the left is a sidebar menu with the following items: 'Your Personal Profile', 'Your Interest Inventory', 'Your Test Selection' (which is highlighted), 'Select Where to Test', 'Registration Information', 'Test Date and Option', 'Your High School', and 'Your High School Courses'. The main content area is titled 'Your Plans for the Future' in red. It contains the instruction 'Identify the college major (program of study) you plan to enter.' followed by the prompt 'Choose a **general** area of study:' and a dropdown menu currently showing '- Select -'. Below this, it says 'A list of **specific** majors related to your selection will appear here:' followed by another dropdown menu also showing '- Select -'.

Step 11: Selecting an ACT Test Site

Most importantly, the student must select where to take the ACT test. The student can find a site by typing in a zip code or selecting a state and city.

Register to Test

Your Personal Profile
Your Interest Inventory
Your Test Selection
Select Where to Test
Registration Information
Test Date and Option
Your High School
Your High School Courses
Score Report Choices
Your Future Plans
Test Center
Final Review
Submit Payment
Exit

Select Your Test Center

Your Test Date: **September 10, 2016** Your Test Option: **The ACT (no writing)**

If you know the six-digit code number for a particular test center where you would like to test, enter and confirm it here:

Test Center Code

Confirm

OR

Enter a five-digit ZIP Code to see test centers within a 25-mile radius that are scheduled for your test date:

ZIP Code

List Use this search if you live in a large metropolitan area!

OR

To find test centers near you that are scheduled for your test date, choose the state, province, or territory where you would like to test. To narrow your search, you may also enter all or part of the name of the city where you would like to test:

State, Province or Territory

City (optional)

List

Not all test centers are scheduled for every test date. [View scheduled test dates by center](#)

Once typed in, a list of potential test sites will appear. The student can select whichever site is preferred. **Note:** If there are no seats available at the student's preferred site, the student will have to choose another testing site.* When registering, it is important that the student is able to determine how to travel to and from that site location on the test day.

Register to Test

Your Personal Profile
Your Interest Inventory
Your Test Selection
Select Where to Test
Registration Information
Test Date and Option
Your High School
Your High School Courses
Score Report Choices
Your Future Plans
Test Center
Final Review
Submit Payment
Exit

Select Your Test Center

Your Test Date: **September 10, 2016** Your Test Option: **The ACT (no writing)**

The availability of seats is subject to change. The current status for each test center is displayed.

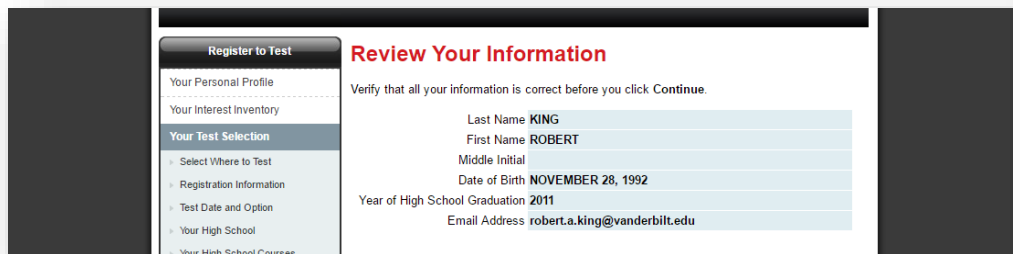
Search Results (for your test date and test option)
[Show non-Saturday test centers](#) (To finalize your choice, click "select.")

Location	Test Center Name	Test Day	Seats Available?
NASHVILLE TN	DONELSON CHRISTIAN ACADEMY	Sat, Sep 10	Yes select
NASHVILLE TN	HUME FOGG ACADEMIC HIGH SCHOOL	Sat, Sep 10	Yes select
NASHVILLE TN	JOHN OVERTON HIGH SCHOOL	Sat, Sep 10	Yes select
NASHVILLE TN	LIPSCOMB UNIVERSITY	Sat, Sep 10	Yes select
NASHVILLE TN	MC GAVOCK HIGH SCHOOL	Sat, Sep 10	Yes select
NASHVILLE TN	NASHVILLE CHRISTIAN	Sat, Sep 10	Yes select

*Students may register at national sites outside of Tennessee.

Step 12: Reviewing Information

Before concluding the registration process and paying for the test, the student will be asked to review all of the information that has been provided. If the student feels comfortable with all of the information provided, the student can click on the “Continue” button at the bottom of the page in order to start the payment process.



Register to Test	
Your Personal Profile	Review Your Information Verify that all your information is correct before you click Continue .
Your Interest Inventory	
Your Test Selection	
<ul style="list-style-type: none"> Select Where to Test Registration Information Test Date and Option Your High School Your High School Courses 	
	Last Name KING First Name ROBERT Middle Initial Date of Birth NOVEMBER 28, 1992 Year of High School Graduation 2011 Email Address robert.a.king@vanderbilt.edu

Step 13: Making a Payment

After reviewing the registration information, the student will complete the registration by providing a payment for the test. **If your student is using a retake voucher, state voucher, or a fee waiver, the code number on the document will be the method of payment.** Your student's voucher or waiver will cover basic registration fees. However, neither the voucher nor the waiver will cover late registration fees or the cost of other ACT products.

After entering the voucher or fee waiver code, the student will select **"Apply."** Next, the student will click "Submit". After selecting "Submit," the student's registration will be complete.

IMPORTANT! Remember that the student will need to upload a headshot photo after submitting concluding registration.

Register to Test

Your Personal Profile

Your Interest Inventory

Your Test Selection

- Select Where to Test
- Registration Information
- Test Date and Option
- Your High School
- Your High School Courses
- Score Report Choices
- Your Future Plans
- Test Center
- Final Review
- Submit Payment
- Exit

Order Summary

Your Test Date: **September 10, 2016** Your Test Option: **The ACT (no writing)**

Items	Price
ACT (NO WRITING) SEP 2016 NATIONAL TEST	\$42.50
Subtotal	\$42.50
Sales Tax	\$0.00
Order Total	\$42.50

Sales tax has been added for items marked with "T."

Voucher/Waiver Number (if applicable) - - [apply](#) [What is this?](#)

If you enter a voucher/waiver number, be sure to click on "apply" to validate your voucher/waiver and adjust your order total before you submit this order.

Allow 2–3 weeks for shipping; typical delivery time is 7–10 business days.

Credit Card Information

Credit Card Type

Card Number (no spaces or hyphens)

Security Code [What is this?](#)

Expiration Date / (mm/yyyy)

Cardholder's Name
(Enter cardholder's name exactly as it appears on the card.)

Please submit your request in a timely manner. This page will expire after a period of inactivity and your request will not be processed.

Please be advised

- After you submit your order [most fees](#) are not refundable.
- After you click the **Submit** button, if you have not previously uploaded a photo you will be prompted to upload one.
- Your registration will automatically be cancelled without a refund if you have not uploaded a photo by September 02, 2016.

Submit